



Salida del Sol Academy

Dual Language Education

www.salidadelsolacademy.org

Student and Parent Handbook 2020-2021

David Sanchez, Executive Director
Nidia Martinez, Principal
Judith Morales, Assistant Principal
Paula Haskins, Assistant Principal
Bridget Garcia, Assistant Principal

111 E. 26th Street
Greeley, CO 80631
(970) 347-8223

Table of Contents

Section	Pg. number
Welcome letter	2
Calendar	3
Hours and schedule	4
Staff Directory	4
Home-School Communication	6
Traffic Plan	7
Inclement Weather	8
Parent/ Student Responsibilities	8
Attendance	9
Safety and Expectations	11
Positive Behavior Interventions Support	13
Student Discipline	15
Health and Wellness	20
Parent Involvement	22

Our Mission...

Salida Del Sol Academy provides a supportive, challenging, personalized, bilingual, multicultural education for students from kindergarten through eighth grade. Our students demonstrate pride, self-confidence, and mutual respect and acquire the academic foundation necessary to become successful leaders.

2020-2021 School Calendar

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August 2020						
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September 2020						
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13	14	15	16	17	18	19
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27	28	29	30			
October 2020						
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November 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December 2020						
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20	21	22	23	24	25	26
27	28	29	30	31		

Salida Del Sol Academy

111 E. 26th St.
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Aug 17	First Day of School 1st-8th Grades
Aug 19	First Day of School Kindergarten
Sep 7	Labor Day-No School
Sep 14	Teacher Work Day-No School
Oct 5	Teacher Work Day-No School
Oct 14	Parent Teacher Conferences
Oct 15	Parent Teacher Conferences-No School
Oct 16	School Closed
Nov 2	Teacher Work Day-No School
Nov 6	End of 1st Trimester
Nov 23-27	Thanksgiving Break
Dec 7	Teacher Work Day-No School
Dec 21 - Jan 4	Winter Break
Jan 18	MLK Day-No School
Feb 1	Teacher Work Day-No School
Feb 10	Parent Teacher Conferences
Feb 11	Parent Teacher Conferences-No School
Feb 12	School Closed
Feb 15	President's Day-No School
Feb 19	End of 2nd Trimester
Mar 1	Teacher Work Day-No School
Mar 15-19	Spring Break
Apr 5	Teacher Work Day-No School
May 3	Teacher Work Day-No School
May 20	Last Day of School



January 2021						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February 2021						
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14	15	16	17	18	19	20
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28						
March 2021						
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14	15	16	17	18	19	20
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April 2021						
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18	19	20	21	22	23	24
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May 2021						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					
June 2021						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

Salida Del Sol Academy School Hours and Schedule

Salida Del Sol Academy	
School Hours	No School-Teacher Work Days:
Monday: 8:00am-2:00pm Tuesday-Friday 8:00am-3:30pm	Sep. 14 Jan. 4 Oct. 5 Feb. 1 Nov. 2 March 1 Nov. 30 April 5 May 3

Lunch and Recess Schedule

During the school year, students will have a lunch break that consists of a 15-minute recess and a 20-minute lunch (15-minute lunch on Mondays). Students will have recess first then go to lunch. Recess will take place on the open east field to ensure social distancing.

MONDAY			TUESDAY-FRIDAY		
GRADE	RECESS	LUNCH	GRADE	RECESS	LUNCH
Kinder	10:00-10:15	10:15-10:35	Kinder	10:35-10:50	10:50-11:10
1 st GRADE	10:15-10:30	10:30-10:50	1 st GRADE	10:50-11:05	11:05-11:25
2 nd GRADE	10:30-10:45	10:45-11:05	2 nd GRADE	11:05-11:20	11:20-11:40
5 th GRADE	10:45-11:00	11:00-11:20	5 th GRADE	11:20-11:35	11:35-11:55
3 rd GRADE	11:00-11:15	11:15-11:35	3 rd GRADE	11:35-11:50	11:50-12:10
7 th GRADE	11:18-11:33	11:33-11:53	4 th GRADE	11:50-12:05	12:05-12:25
6 TH GRADE	11:38-11:53	11:53-12:13	7 th GRADE	12:05-12:20	12:20-12:40
8 TH GRADE	12:20-12:35	12:35-12:55	6 TH GRADE	12:27-12:42	12:42-1:02
4 th GRADE	12:20-12:35	12:35-12:55	8 TH GRADE	12:47-1:02	12:27-12:47

2020-2021 Salida Del Sol Academy Staff Directory

Room #	Staff Member	Assignment	Ext #
Administrative Team			
104	Nidia Martinez	Principal	104
105	Judith Morales	Assistant Principal	105

106	Paula Haskins	Assistant Principal	106
107	Bridget Garcia	Assistant Principal	108
	David Sanchez	Director of Operations	107
Main Office:			
	Perla Perez	Office Manager	102
	Claudia Gutierrez	Finance Clerk	101
	Marisol Parra	Attendance Clerk	103
	Vincent Jackson	Accounting Clerk	249
Health Office: (fax 970.347.8242)			
	Anadine Tapia	Health Clerk	109
	Angela Erdmann	School Nurse	109
Mental Health Office			
	Leah Sanchez	Counselor (K-5)	110
	Nancy Gonzalez	Counselor (6-8)	111
	Ilse Flores	Behavior Specialist	224
Kindergarten			
	Lucila VanCleve	Kindergarten	139
	Jennifer Abbas	Kindergarten	154
		Kindergarten	156
First Grade			
	Noheli Bartes	First Grade	175
	Jessie Carroll	First Grade	173
	Rosa Esparza	First Grade	172
	Donni Dumler		
Second Grade			
	Angela Gonzales	Second Grade	161
	Elodia Lopez	Second Grade	165
	Noemi Medina	Second Grade	167
Third Grade			

	Vanessa G. Moran	Third Grade	230
	Alice Stech	Third Grade	232
	Andrew Mlynek	Third Grade	235
	Elizabeth Medina	Third Grade	237
Fourth Grade			
	Katie Masimer	Fourth Grade	227
	Katie Laidman	Fourth Grade	225
	Esmeralda Lino	Fourth Grade	238
	Susan Glessner	Fourth Grade	241
Fifth Grade			
	Priscilla Bostic	Fifth Grade	221
	Susana De La Torre	Fifth Grade	242
	Maggie Mata	Fifth Grade	244
Middle School			
	Martin Martinez	Math (7 th -8 th)	201
	Xzavier James	Math (6 th -8 th)	212
	Maria Vazquez	SLA MS (7 th , 8 th)	207
	Monica Perez	SLA MS (6 th , 8 th)	209
	Courtney Turner	Social Studies (6 th , 8 th)	210
	Iris Fernandez	Social Studies (7 th , 8 th)	215
	Sandra Hernandez	Science (7 th , 8 th)	143
	Heather Mather	Science (6 th , 8 th)	145
	Josh Gehl	ELA (7 th , 8 th)	203
	Jennifer Treat	ELA (6 th , 8 th)	207
	Brian Cogger	Band	122
	Erica Schuster	Art	176

Home-School Communication

Parent/ Teacher communication is encouraged and can be made through phone calls, electronic mail (e-mail) or notes. If you need to speak with your child’s teacher please follow the process listed below.

- ❖ Parents/ guardians may contact the office 970-347-8223 and request an appointment with the teacher and/ or other staff who may work with their child.
- ❖ The staff member will contact parents/guardians and set up a mutual time to meet. Appointments will be scheduled if further meetings are needed to resolve the issue.

Parent Teacher Conferences

Conference days have been set in the school calendar. If you can’t arrange to attend any of the scheduled times, please ask the teacher for an alternative appointment. It is very important that parents attend conferences. We believe that each student is special and that parent involvement in their child’s educational program is vital to the academic success of the child.

The conference days are scheduled in October and February, for evaluating progress on the student’s learning goals and to set new goals as needed. If the need arises, some conferences may be held in the student’s home.

We believe the student must learn to assume ownership for their own learning, thus conferences are student led. It is our goal/expectation to have 100% participation in conferences by the students and their parents.

Parent-Teacher Conference Schedule	
October 24, 2018 4:30 PM – 8:00 PM	October 25, 2018 8:00 AM- 8:00 PM
February 13, 2019 4:30 PM- 8:00 PM	February 14, 2019 8:00 AM –8:00 PM

Electronic Mail (e-mail)

Electronic mail (e-mail) is a quick way to communicate with your student’s teacher if you have a quick question or request. Parents can access every teachers’ e-mail address on the school website under the staff section. Parents may communicate in English and/or Spanish with teachers.

Notes Sent Home

All elementary students are provided with a Friday Folder. Parents should check the contents of the Friday Folder every weekend and return the empty folder to school each Monday. Middle school information will be sent home as needed through mail or email. Please contact your teacher with any questions.

Report Cards

Elementary report cards will be distributed and sent home with students at the end of each trimester. Middle school report cards will be sent through the mail.

School Flyer App, Website and Facebook

All family members have access to our School Flyer App. Please search for Salida Del Sol Academy on your phone’s App Store to download the app. SDSA will post events and news on this App as well as on our Website and our Facebook page. “Like” us on Facebook to have access to the SDSA page.

Traffic Plan

Due to the high volume of vehicle and pedestrian traffic in and around the school during the morning and afternoon, it is imperative that drivers and pedestrians respect and follow the traffic plan.

To minimize traffic congestion, we ask all parents to avoid entering the school parking lot during morning drop-off. Parents may only enter the parking lot if they have a morning appointment or school business and need to park.

MORNING DROP-OFF

SDSA staff will be on-site beginning at 7:35 a.m. to receive students. We strongly encourage students to arrive between 7:35 - 7:50 a.m. Students must be ready to enter the school building at 7:55 a.m. Teachers will meet students at their designated place and escort students into the building. Any students dropped off after 7:55 a.m. need to enter through the main doors. Students are expected to remain on the playground or sports field until the first bell rings.

- Drop-off locations:
 - o Playground: Kindergarten - 3rd grade
 - o Sports Field: 4th grade - 8th grade

Drivers should come in from the east off Ash Avenue. You will drive west on 26th Street and drop off 4th-8th grade students next to the sports field and kindergarten through 3rd grade students next to the playground. Students should be dropped off along the sidewalk and then enter the field or playground. Parking will not be allowed along the red curb of 26th Street to keep traffic moving.

Families who wish to come in from 1st Avenue, should park along the south side of 26th Street, drop off their student and allow their student to use the crosswalk. A crossing guard will be present to assist all pedestrians crossing the street. **Please refrain from dropping students off in the middle of the street.**

It is important to remember that “NO U-TURNS” are allowed on 26th Street.

AFTER-SCHOOL STUDENT PICK-UP

Parking Lot: The parking lot will be closed in the afternoon beginning at 3:30 p.m. When waiting to pick up students, parents MUST keep traffic flowing in a single lane. If a student is not ready to board, the parent must continue driving and loop around via 24th Street to Ash Avenue. No parking will be allowed along the No Parking Zone as indicated by signs and painted red curbs.

Parents who wish to use the parking lot as a pick-up location are asked to arrive prior to 3:30 p.m. In doing so, parents must park in a designated parking space. Parents will exit their vehicle and pick up their children from their assigned area. Parking is not permitted along the curb as it creates a hazard. Vehicles parked along the curb and in the aisles, hinders the free flow of traffic. SDSA school buses will be in the parking lot requiring a free path in and out of the lot.

After School Procedures

Students are asked to exit the building after the bell rings at 2:00 p.m. on Monday and 4:00 p.m. Tuesday through Friday. We are asking that students leave the grounds immediately, as adult supervision ends at 2:15 p.m. on Monday and 4:15 p.m. Tuesday through Friday.

Students are not allowed to play on the playground equipment after school.

Inclement Weather

School Closing Announcements

When the Greeley/Evans School District closes due to inclement weather, Salida del Sol will close too.

Announcements of school closings, delayed opening or early closing of Salida del Sol Academy due to sleet, snow or hazardous weather conditions are made on the following:

- The Greeley/Evans District Website: www.greeleyschools.org
- Salida del Sol Academy Website: www.salidadelacademy.org
- Radio stations: K99, Tri102, KFKA 1310
- Channel 9 News
- Salida Del Sol Academy mobile app
- Salida Del Sol Academy Facebook page

Inclement Weather During School

It is our practice to have the children go outside as much as possible during designated recess and lunchtime, even in winter. Students will not go outside if it is raining heavily or if the wind chill is below 17 degrees. Parents are asked to dress children in appropriate outerwear for the weather conditions, so that students may comfortably take advantage of outside recreational play. Please put names on all outdoor clothing, including boots.

Students will be kept inside the building during dismissal times if the weather may be dangerous to students, such as heavy rain and/or lightning. Parents have the choice to park and pick up their children from the cafeteria, or parents can drive through the pick-up lane and allow a staff member on duty to radio their child to the car. Parents will be notified if inclement weather pick up protocols are in place via robocall and through our mobile app. Please ensure that the school has your correct contact information, and that you download the school app in order to receive alerts.

Parent/Student Responsibilities

Homework

Parents have a responsibility to make sure children have a set place and time to do homework. A consistent time should be chosen that works for the family. For example: before going out to play or after dinner. It is also good to identify a quiet place to sit and concentrate, and establish a daily routine that includes homework. Homework should be put in students backpack when it is completed.

Homework is a time for students to practice what they learned in class. Teachers may use homework to gauge if students understand the concepts that were taught. Students have the responsibility to know how to complete their homework on their own. If they have any questions, they should be asking the teacher. Students may also need their parents to remind them and encourage them to do their homework. All students at SDSA are expected to read for at least 15 minutes daily.

Reading Folders

Kindergarten through 2nd grade students will be given a reading folder. The folder contains reading strategies, a reading log, and a book appropriate to each child's reading level. Students are required to read their book to their parents Monday through Thursday and log their reading times in their reading folder. It is the parent's responsibility to sign reading logs daily. If a book or folder are damaged or lost, a \$5.00 replacement fee will be charged to the family.

Field Trip Policy

Most classes are involved in one or more field trips during the school year. Transportation may be provided by school buses. Field trips provide valuable learning experiences for children. Parent permission is required for student participation on field trips. We must have a signed permission slip on file before any trip (unless it is a school wide activity). Student misbehavior may result in being unable to attend field trips.

Attendance

The School Attendance Law requires that each child between the ages of 6 and 17 shall attend public school unless otherwise excused. It is the obligation of every parent to ensure that every child under the parent's care and supervision between the ages of 6 and 17 be in compliance with this statute. See C.R.S. 22-33-104.

Attendance is crucial to student learning. If your child is going to be absent or late, please call the office at (970)347-8223 as soon as possible, preferably on the day of the absence. If your child arrives late, please have him/her report to the school office before they go into class.

Attendance Procedures:

- Office Staff will follow up and contact parents via phone or mail to notify them of any issues regarding attendance and/or tardiness.
- After 2 unexcused absences, SDSA may require an intervention with the student and the family to ensure that this does not become a pattern. The school staff may contact the student and the parents to create an attendance plan to which the family will need to adhere.
- The number of unexcused absences a student can incur before judicial proceedings may be initiated to enforce compulsory attendance laws is 4 absences within one month or 10 during the school year.

Excusing Students from School

1. To excuse a student from school, parents must call the office and provide a reason within 24 hours from the date of absence if practicable. The school may require additional information or documentation related to the absence. The school will determine if the absence is excused or unexcused and communicate this information to the parent/guardian.
2. Excused absences are defined as any absence from school due to the following reasons:
 - A. A student who is temporarily ill or injured or whose absence is preapproved by the administrator. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. Approval for prearranged absence(s) may necessitate a parent conference; a student who is absent for an extended period due to physical, mental, or emotional disability. Medical documentation may be required.
 - B. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval of administration.
 - C. Religious holidays not already observed on the school calendar
 - D. A student who is suspended.
 - E. A student is in out-of-home placement.
 - F. Local custody by a public agency or other court ordered reason; or any other reason deemed acceptable by the school administrator, in his/her sole discretion. When possible, prior notice of absence for the student's parent or guardian is required and the school administrator may require verification, such as a physician's statement, when appropriate.

SDSA requires written statements from the medical or legal sources for the above reasons.

Unexcused absences

1. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Additionally, an unexcused absence shall be recorded if a student leaves a school or leaves a class without permission of the teacher or school administrator. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the school.

Truancy

1. Any time a student is absent from school without an excuse that student is "truant". In accordance with state law, a student is "habitually truant" when a student has reached 4 unexcused absences from school in any month or 10 unexcused absences during any school year. The school shall require a meeting or with the student's parent/guardian to review and evaluate the reasons for the student being habitually absent from school. A plan will be developed with the goal of assisting the student to remain in school, or to receive academic work at home in case of a prolonged illness. If the student fails to adhere to the attendance plan, the student's parents will be notified and court proceedings may be initiated to enforce compulsory attendance laws.
2. When the school is aware that criteria exist to designate a student as habitually truant, the school shall refer the students and his or her parent/guardian to the Weld County Judicial System, Youth and Family Connections and/or the Weld County District Attorney's Juvenile Diversion Unit.
3. In accordance with law, the school may impose academic penalties which relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. The administration shall develop regulations to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.
4. Students and parents/guardians may petition the school Board of Directors for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Tardiness

1. Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. **Excessive unexcused tardiness will be absences. Salida del Sol Academy considers that 4 unexcused tardies are equivalent to one unexcused absence.**
2. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the school, including those above and below the age for compulsory attendance as required by law.

Safety and Expectations

School Safety

Salida Del Sol Academy is committed to having a safe, secure, and caring learning environment. Our comprehensive planning for safe schools includes a purposeful connection between physical safety and security and the psychological safety of students.

Physical safety

Physical safety includes measures such as visitor check-in and identification badges, preparedness planning, and regular practice drills for a variety of potential incidents. Parents are asked to refrain from coming into the building with their child in the morning unless they have checked in at the office first. Crisis plans for individual schools and the district are aligned with the recommendations of Homeland Security, local emergency responders, and the National Incident Management System (NIMS).

Playground Rules

- Students are not to be on the playground before 7:35 a.m.
- Students are to stay off the fences.
- Students must obtain permission to leave the playground, including ball retrieval.
- No wrestling, tackling or pretend kick-boxing.
- Snow is to remain on the ground. No snowballs, kicking or picking up snow.
- Equipment should be used as demonstrated and explained at the beginning of the year.
- Ropes are for jumping only.
- Toys are not allowed on the playground

Student Dress Code

Standards on student attire are intended to encourage school pride and unity, and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Salida Del Sol Academy will require students to dress in a uniform manner as outlined below:

The uniform shirt should consist of a purple or orange polo shirt with the school emblem.

- Long sleeve t-shirts worn under the polo shirt should be plain black, white, orange, or purple.
- The uniform polo must be worn every day and at all times.

Students can wear a SDSA 'hoodie' over a uniform polo.

Hoods are not permitted inside the building.

The uniform pant should be black or khaki. Pants may include shorts, capris, or skirts.

- The length of shorts and skirts must be lower than the student's fingertips when arms are held to the sides.
- Blue jeans are NOT PERMITTED

Clothing accessories worn with the school uniform inside the building such as coats, jackets, sweaters, hoodies, shall consist of:

- School approved clothing items bearing the school logo.
- Clothing accessories must be purple, orange, black, khaki or white and shall be free of logos, designs and/or stripes.
- Belts must be of an appropriate size for the child and worn tucked through belt loops.
- Hats/caps are not permitted in the building.

Footwear

- Roller blades, skate shoes, or "heelies" are not permitted.
- Tennis shoes are recommended for physical education days

Personal Appearance

- Inappropriate hairstyles that cause a disruption or distraction will not be permitted.
- Inappropriate facial piercings that cause a disruption or distraction will not be permitted.

When there is a question on the dress or appearance of a student, school administrators or school staff will use their discretion concerning the dress code. Students will be required to change or remove clothing to comply with the dress code if necessary.

Should the student fall outside the policy, the following corrective measures will be taken:

1. First offense:
 - a. Student will change into appropriate uniform attire in the health office.
 - b. Dress code violation will be documented
2. Second offense:
 - a. Student will change into appropriate uniform attire in the health office.
 - b. Parents will be notified of violation.
 - c. Dress code violation will be documented
3. Third offense:
 - a. Parents will be called to deliver appropriate uniform attire to the student. Student will remain in the main office until appropriate clothing is delivered to the student.
 - b. Parents will meet with school administrator to discuss the necessity to comply with the dress code.
4. Additional offenses:
 - a. Student discipline will increase as deemed appropriate by school administrators.

Bullying Prevention and Education

Bullying behavior can have a negative effect on the school climate and can lead to more serious behaviors affecting the health, safety, and welfare of students. Salida Del Sol Academy supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited on SDSA property, at school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a connection to the school curricular or non-curricular activity or event. SDSA prohibits all types of harassment, including harassment based on a student's perceived or actual sexual orientation or gender identity.

A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior, if any, shall be considered when disciplinary decisions are made.

Teachers who observe or become aware of bullying shall take appropriate steps to intervene and/or report such behavior to an administrator. Parents and students who become aware of bullying are encouraged to report it to an administrator.

Administrators will take appropriate steps to educate students about ways to show empathy and prevent bullying, and may facilitate access to providers not on school property who have experience in providing additional services to LGBTQ youth and other students in need.

Personal Property/Electronics

Cell Phones, tablets, I-pods, MP3 players, radios, electronic equipment, toys, or any other items of value should be left at home. **If your child must have a cell phone, it must be silent and kept in their backpack until the end**

of the day. If we see any of these articles, they will be confiscated and returned only to an adult related to the child. Students should also not carry more than \$5.00 on their persons at any time during the school day.

Lockers

Lockers are the property of Salida Del Sol Academy. They are made available to students as a privilege. Students should not damage the lockers in any way, inside or outside. No stickers or contact paper is allowed in the lockers. By accepting to use a locker, students are accepting the responsibility to keep it clean and organized. Students will be charged for any damage that needs to be repaired inside or outside of a locker.

Salida Del Sol Academy does not assume responsibility for lost or stolen items kept in the student lockers.

Students are responsible for all contents in their lockers and should not give the lock combination to others.

Chromebook Computers

Salida del Sol Academy is dedicated to helping students advance their use of technology as an educational tool.

Salida del Sol Academy utilizes 1-to-1 technology to personalize the bilingual educational experience of our students by developing critical thinking and problem-solving skills through project-based learning. We will redefine and transform the way students learn and communicate in the 21st century by promoting multilingualism, innovation, creativity, and collaboration. Chromebooks are provided for Elementary student use during school hours and are the property of Salida Del Sol Academy. **Beginning in 2018-19 students in Grades 6-8 will receive Chromebooks they may use at school and at home.** Students are required to use these devices for academic and instructional purposes only. Students are responsible for keeping the devices clean and free of damage. **Students that damage any school technological device will have to pay for the repair or substitution of such.** Inappropriate use of technology may result in administrative action.

Teachers and staff may use various websites and computer applications for educational purpose. Be aware that some of these providers may require access to student Google accounts including student names and email addresses. Be assured that our email system will not allow students to receive e-mail communications from outside Salida del Sol Academy. If you have any questions or concerns about your students' privacy in regard to the applications and websites used, please contact your child's teacher.

Schools are permitted to consent to the collection of personal information on behalf of parents of students, thereby eliminating the need for individual parental consent given directly to the web site operator. Before doing so, SDSA is providing you with this notice and the opportunity to view the list of technology tools which may be used in your student's classroom. (The list may be located under the "Academics" page of our school's website <http://www.salidadelsolacademy.org/Academics>.) An exact list may be obtained from your child's teacher.

Please take a moment to look at the websites we will be using, as well as what personal information the site collects: We will have your student use his or her SDSA email account for this. As part of the Parent/Student handbook review, parents and guardians have acknowledged that teachers will be using online tools that are vital to the educational process.

Damage of School Property

Salida Del Sol Academy students take pride in our building, furniture and materials. Students are responsible, as much as any staff member, for the cleanliness and the maintenance of our school. Any student that damages/harms any item or area of our school, will need to pay for the repair or substitution of such.

Positive Behavior Intervention Systems & Supports (PBIS)

Creating a Safe-Learning Environment

We believe that children learn through positive reinforcement. We strive in finding the strengths of each student and using these as a base to teach him/her. When students act in ways that align to our school values, **Safety, Ownership, Leadership, Attitude and Respect**, students will get verbally recognized for their behavior and will be rewarded at times with our PBIS system. The PBIS methodology ensures that students are recognized and rewarded for their good actions.

PHOENIX	Classrooms	Hallways	Outdoors	Restrooms	Cafeteria
S Safety	<ul style="list-style-type: none"> ★ Always walk ★ Maintain a safe space between myself and others ★ Use materials appropriately 	<ul style="list-style-type: none"> ★ Always walk ★ Keep hands and feet to myself ★ Walk on the right-hand side of the hallway ★ Watch where I am going 	<ul style="list-style-type: none"> ★ Use the playground equipment appropriately ★ Be aware of my surroundings ★ Stay in approved areas 	<ul style="list-style-type: none"> ★ Throw used toilet paper in the toilet ★ Flush toilet ★ Wash hands with soap and water ★ Keep hands and feet to myself 	<ul style="list-style-type: none"> ★ Always walk ★ Touch and eat only my food ★ Stay in my seat ★ Keep my hands and feet to myself
O Ownership	<ul style="list-style-type: none"> ★ Accept consequences for behavior without arguing or complaining ★ Choose not to steal or cheat ★ Come to class prepared ★ Know when to report and when I may be tattling 	<ul style="list-style-type: none"> ★ Accept consequences for behavior without arguing or complaining ★ Walk quietly down the hall ★ Carry a hall pass when walking individually ★ Return to class promptly 	<ul style="list-style-type: none"> ★ Accept consequences for behavior without arguing or complaining ★ Strive to work out problems independently ★ Report honestly ★ Pick up my belongings 	<ul style="list-style-type: none"> ★ Accept consequences for behavior without arguing or complaining ★ Use the nearest restroom ★ Clean up after myself ★ Use bathroom quickly and quietly 	<ul style="list-style-type: none"> ★ Accept consequences for behavior without arguing or complaining ★ Keep my space clean ★ Say lunch number clearly ★ Wait patiently
L Leadership	<ul style="list-style-type: none"> ★ Work cooperatively by including others ★ Complete work efficiently ★ Actively participate ★ Help others 	<ul style="list-style-type: none"> ★ Be courteous and helpful ★ Model how to walk quietly and in single file 	<ul style="list-style-type: none"> ★ Play with everyone ★ Hustle to line up when the whistle blows ★ Pick up equipment 	<ul style="list-style-type: none"> ★ Return to class promptly ★ Report all vandalism and problems ★ Use only 2 squirts of soap ★ Use the hand drier quickly 	<ul style="list-style-type: none"> ★ Report spills and unsafe conditions ★ Listen for directions ★ Help others
A Attitude	<ul style="list-style-type: none"> ★ Take pride in my work ★ Be accepting of others ★ Accept working with others in a positive manner ★ Demonstrate SDSA pride by wearing uniform 	<ul style="list-style-type: none"> ★ Smile! ★ Greet others when appropriate ★ Demonstrate SDSA pride by wearing uniform 	<ul style="list-style-type: none"> ★ Encourage others ★ Use appropriate language ★ Agree on rules before a game 	<ul style="list-style-type: none"> ★ Wait your turn patiently ★ Say, "excuse me" ★ Allow for privacy ★ Use a quiet voice 	<ul style="list-style-type: none"> ★ Say "please" and "thank you" ★ Complement the menu ★ Use good table manners ★ Demonstrate SDSA pride by wearing uniform
R Respect	<ul style="list-style-type: none"> ★ Give appropriate responses and use a respectful tone when speaking with others ★ Take care of supplies and furniture ★ Respect your own and other's space ★ Follow directions 	<ul style="list-style-type: none"> ★ Do not touch decorations or work displayed ★ Hold doors for others ★ Remain quiet 	<ul style="list-style-type: none"> ★ Practice good sportsmanship ★ Be gossip-free ★ Take turns ★ Share equipment 	<ul style="list-style-type: none"> ★ Keep eyes, hands, and feet in your own stall ★ Use a quiet voice and appropriate language ★ Knock on door before entering a stall 	<ul style="list-style-type: none"> ★ Give appropriate responses and use a respectful tone when speaking with others ★ Recognize others' space ★ Be courteous of others' food choices

Behavior at School

School is a special place for children. It is our mission to make every child feel valued, to develop good relationships with peers and staff members, to use self-control, and to experience success. For these reasons, our faculty and students also follow Restorative Justice Practices.

The restorative approach is a set of guiding principles for the school community, which sees relationships as central to learning, growth and an inclusive, respectful school culture. It is a paradigm shift from traditional rule-based, punitive discipline systems. Restorative Practices focuses on building, maintaining, and when necessary, repairing relationships among all members of the school community. These practices include: Language that invites and encourages curiosity, empathy, respect, trust, honesty, compassion, accountability, inclusion, collaboration and repairing harm; and tools for community building and harm repair, such as:

- 1) Connection Circles
- 2) Restorative Conversations
- 3) Restorative Agreement Meetings
- 4) Solution Circles
- 5) Restorative Mediations
- 6) Community Group Conferencing
- 5) Restorative Mediations
- 6) Community Group Conferencing

Student Discipline

Discipline is usually understood as encouraging students to use self-control. Discipline is when one uses reason to determine the best course of action for oneself, an organization or a specific situation.

At Salida Del Sol Academy teachers and staff members work together to incorporate strategies that lead students into developing self-control, self-behavior and responsibility for their actions. We believe in incorporating and teaching values of compassion, kindness and collaboration. Therefore, we integrate a discipline philosophy structured around prevention of misconduct and restoration of justice when harm has been done.

Every student in Salida Del Sol Academy learns that respect is the basis of our actions. Students learn that misbehavior can be re-directed, and students learn to gain control of their emotions and actions. They also, learn to resolve conflict in a respectful manner in which everyone's voice is valued and ideas are considered.

Acts of violence that are physically or emotionally hurtful are not tolerated. We want everyone to know that misconduct is never acceptable, but we can explore ways to repair the harm.

A student that misbehaves needs to understand that every adult at Salida Del Sol Academy is teaching him/her how to respond or behave in manners that are not disruptive, and in ways that will maintain a peaceful culture conducive of a learning environment in our school.

We want everyone to understand that responses to misconduct will vary according to the harms caused by any certain student. Responses and consequences for misbehavior ultimately are intended for the student to reflect upon what she/he did wrong to repair the harm to oneself or others, and to restore justice.

Minor Behavior Violations

These behaviors may not require administrative involvement if they do not result chronically or major damage is not caused. Teachers and staff members will initially re-direct the student behavior through re-teach conversations. Examples of these behaviors and their definitions are:

Minor Infraction	Definition
Defiance/ Disrespect/ Non-compliance	Student engages in brief or low-intensity failure to respond to adult requests. <ul style="list-style-type: none"> ● Backtalk (little attitude): “I am” “Geez” “OK, OK” ● Eyeball rolling, crossing arms or other nonverbal gestures ● Tongue clicks or other verbal rudeness ● Refusing to comply, but does after one or two warnings ● Questioning rationale without attitude
Inappropriate Language Oral or Written	Student engages in low intensity instance of inappropriate language. <ul style="list-style-type: none"> ● Slips when frustrated followed by apology ● Not directed at anyone ● Uses slang words: Freakin’, “B”otch ● Incidents occur less than 5 times
Physical Contact/ Aggression	Student engages in non-serious, but inappropriate physical contact. <ul style="list-style-type: none"> ● Tripping, kicking, pushing, spitting, pinching ● Incidents occur less than 3 times
Disruptions	Student engages in low-intensity, but inappropriate disruptions for a short duration of time. <ul style="list-style-type: none"> ● Throwing objects (not at someone) ● Shouting out, crying ● Sustained loud talk ● Purposeful noises: tap, hum, sing ● Lack of participation ● Side conversations ● Rough housing ● Bothering neighbor ● Out of seat ● Incidents occur less than 3 times
Other Minor Incidents	Student engages in any other minor problem behaviors that do not fall within the above categories. <ul style="list-style-type: none"> ● Careless “hurting” of others: throw object does not mean to hit someone, scissors dropped poke someone ● Out of boundary or area violations ● Cheating, forgery ● Lying ● Incidents occur less than 3 times

Major Behavior Violations

These behaviors significantly violate the rights of others, put others at risk, harm or damage property and are chronic. The school administration will be involved when these types of violations happen. Possible consequences include detention, counseling, suspension, or expulsion. Examples of these behaviors and their definitions are:

Major Infraction	Definition
Defiance/ Disrespect/ Non-compliance	Continued refusal to follow directions, talking back with attitude and/or chronic (3 or more) minor incidents. <ul style="list-style-type: none"> ● Arguing with attitude ● Temper tantrum/throwing a “fit” ● Continued refusal after one or two warnings ● Crawling under table or fleeing ● Chronic minor incidents-3 or more
Theft	Having possession of, passed on, or being responsible for removing someone else’s property without permission. <ul style="list-style-type: none"> ● Any item at any value ● First offense deems Major ODR
Inappropriate Language Oral or Written	Student uses verbal or written messages that include directed swearing, name calling or use of words in a derogatory way. <ul style="list-style-type: none"> ● Racial or sexual connotations ● Directed at another individual or aggressive ● Minor incidents that occur more than 5 times
Physical Contact/Aggression	Actions involving serious physical contact where injury may occur. <ul style="list-style-type: none"> ● Fighting: punching, slapping, hitting w/object, hair pulling, biting, scratching ● Any physical action that draws blood ● Any physical action that results in physical mark/injury ● Any physical action that an adult or other person has to break up ● Any physical action of significant duration
Use/Possession of Substances	Student is in possession of or is using inappropriate substances. <ul style="list-style-type: none"> ● Tobacco ● Alcohol ● Drugs
Use/Possession of Weapon	Student is in possession of or is using an object considered as a weapon or being used as a weapon. <ul style="list-style-type: none"> ● Guns, knives, slingshots, matches, items designed as weapons ● Items being used as a weapon: scissors, pencil points, paper clips, rubber bands, throwing object at another
Bullying/Harassment	Student engages in disrespectful messages (verbal or gestural) to another person that includes threats, intimidation <ul style="list-style-type: none"> ● Racial/sexual ● Threatening, intimidation behaviors ● Directed

Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video player, camera or computer. <ul style="list-style-type: none"> • Possession or use of phone, player, IPOD, camera without permission • Inappropriate computer access or use of district policy
Vandalism	Deliberate action which impairs the usefulness or visual aesthetics of school or personal property.

Code of Conduct

Our policy is designed to help students understand and develop positive behavior patterns. When a student fails to follow the Code of Conduct, a **Verbal Warning** followed by a re-teach conversation will be issued by the faculty or staff member who observed the behavior. At that point, the child's parent(s) may be contacted by the faculty or staff member who issued the Verbal Warning.

If the behavior continues, an **Office Discipline Referral (ODR) Form** will be utilized to document the behavior and inform parents. If the behavior is a minor infraction, no administrative action will be taken and parents will be notified by the student's teacher. If the behavior is a major infraction, administrative action will be taken and the administrator will request a parent/student conference. At this point, the administration may decide to apply strategies that will ensure the safety of all students and staff members. These may include detention, community service, suspension or expulsion.

The graph below delineates the Office Discipline Referral Procedure:

Offense	Teacher Actions	Student / Parent Actions
First Offense	<ul style="list-style-type: none"> • Gives verbal warning/re-teach desired behavior 	<ul style="list-style-type: none"> • Student participates in reteach
Second Offense	<ul style="list-style-type: none"> • Gives verbal warning/re-teach desired behavior 	<ul style="list-style-type: none"> • Student participates in reteach
Third Offense	<ul style="list-style-type: none"> • Gives classroom based disciplinary action (time-out, conversation during recess, after school etc.) • Submits Office Discipline Referral • Contacts parent 	<ul style="list-style-type: none"> • Restorative Justice conversation with teacher at an appropriate time that teacher assigns • Completes ODR Student Report on student time
Major Offense <i>or</i> 3 or More Like Minors	<ul style="list-style-type: none"> • Gives classroom based disciplinary action (time-out, conversation during recess, after school etc.) • Submits Office Discipline Referral 	<ul style="list-style-type: none"> • Restorative Justice conversation with teacher at an appropriate time that teacher assigns • Completes ODR Student Report on student time • Student/Parent conference required with administration to appoint disciplinary action

A Behavior Referral could result in the following administrative responses, but is not limited to these:

1. **Educational Sanction** – this involves projects or assignments designed to help the student learn more about the impact of the incident, behavior, or impact it caused, as well as how to prevent it from happening again. For example, a vandalism incident could result in a student being assigned to research and write a paper on the impact of vandalism at schools in the U.S.
2. **Conference** – this could include parents, teachers, administrators, and even students/peers. The specific conference would be designed based on the needs of the incident. The goal of the conference would be to gain a better understanding of the incident, the impact and harm caused, and to create an action plan or agreement of the next steps.
3. **Suspension** – this could be an in-school supervised suspension or an out-of-school suspension. Students are typically responsible for missed work, and in some cases, could also lose the opportunity to make-up for missed work, resulting in a possible impact to grades.
4. **Expulsion** – typically utilized in the most serious of situations, involving habitually disruptive students, or where a serious threat to safety and welfare is present.

School Suspensions

All serious incidents will be approached with student safety in mind. In the event of a school suspension, our goal is that the student reflects upon his/her wrong-doings in order to repair the harm and correct the behavior. The school principal or his/her designee are the only administrators that can conduct school suspensions. Parents will be notified via phone and will be requested to come to school for a meeting prior to suspending a student. After the period of suspension and upon the re-entry of a student into school, the parent and student are required to meet with the principal or his/her designee on the morning of the re-entry day, or on the evening prior to this day.

School Expulsions

Upon a school expulsion, student and parents will receive a written notice of a school expulsion. This notice shall contain:

- Statement with the expulsion explanation
- Statement of the evidence to be presented against the student
- Statement of student right to a hearing

When possible, the principal will set a meeting with the student and parents prior to expulsion. In accordance with state law expulsion is mandatory for the following violations:

- Robbery or first or second-degree assaults committed by an adult, or a third degree assault committed by an elementary.
- The sale or distribution of drugs or other controlled substances in the school building or grounds, or in any school sponsored activity outside of the school premises.
- Carrying, bringing, using or possessing any dangerous weapon in the school building or grounds, or in any school sponsored activity outside of the school premises. However, expulsion may not be required if, when a student discovers that s/he is in possession of a dangerous weapon as defined, s/he notifies a teacher, administrator, or other authorized person and delivers the weapon to such person as soon as possible upon discovering it.
- Being habitually disruptive: 3 suspensions during a school year.

Health and Wellness

Medications at School

Parents have the primary responsibility for the health of their children. This includes the administration of medicine. Salida Del Sol Academy personnel encourage medicines be taken at home if possible. Many medicines may be taken before school hours and/or after school hours. However, if school personnel are asked to take some of the responsibility, the following policy/procedures apply:

1. A written note from a doctor must state the exact dates the medicine is to be available to the child.
2. The container must be labeled with the original prescription. This includes the child's name (not another member of the family), date, name of physician, name of pharmacy, name of drug, the dosage, when and how to take the medicine.
3. Medicine will be made available only as the prescription states.
4. It is the responsibility of the child to request the medicine from the school nurse/health clerk or other delegated person in the school.
5. When the nurse/health clerk is not in the building, it is the responsibility of the principal or designated office staff member to make the medicine available to the student.
6. The written note will be given to the nurse so that it may be kept on file in the health office.

Illness/Injury

When minor injuries occur at school, trained school personnel give first aid treatment. Parents will be called **if** there is a serious injury. Parents will also be called to pick up children who have a temperature above 100.5 degrees or diarrhea, vomiting, or a contagious disease. Please be sure we have your daytime phone number and at least one backup emergency number.

Health Care Plan

An "emergency medical plan" form should be on file for any child with an existing medical problem and/or allergy (such as asthma, seizures, allergy to bee stings, etc.). If the school is unable to contact parents in an emergency situation, an ambulance may be called to transport the child to the North Colorado Medical Center's emergency room.

Nutrition Services

The Nutrition Services Department is taking a proactive approach to offering healthier and fresher foods for the students in our community. Our 'home-cooked' meals are prepared fresh daily utilizing whole, natural ingredients. Eliminating processed foods and replacing them with items made 'from scratch' has allowed the department to significantly reduce the amount of sodium, preservatives and other artificial ingredients that are served to our students. In addition, the Nutrition Services Department continues to expand its Farm to School Program by purchasing fresh produce from local growers. This provides our students with the freshest fruits and vegetables possible, while also supporting the local community.

Nutrition Services aims to "*Fuel the Future of Our Students*" with healthy, nourishing foods that provide their bodies with the nutrients they need to grow, learn and succeed in the classroom! Thank you for allowing your student to dine with us. Here is some additional information about our program:

Low Balance/Charging Policy

If your student(s) meal balance begins to run low, nutrition staff will provide verbal reminders to students and utilize auto-call and low-balance letters to communicate the need for additional funds to be placed on the meal account. However, from time to time a student's meal account may have insufficient funds to cover the cost of a

meal. Our policy is to allow Elementary students to charge up to two (2) lunch meals, and Middle School students to charge one (1) lunch. All meal charges are to be paid in full by the end of the school year.

Meal Payments

Payments to your student's account may be made a number of ways:

- Cash can be sent with your student to pay for each meal and/or be placed on their meal account.
- Checks are accepted at all schools for meal accounts.
- Credit/Debit cards are accepted online at www.greeleyschools.org

Meal Prices	2018-2019	
	Elem K-5	Mid 6-8
Paid Lunch	\$ 2.75	\$ 3.25
Reduced Lunch	\$ 0.00	(varies)

Please allow 24 hours for payment to post to your students' meal account.

Free & Reduced Meal Benefits

Your student(s) may qualify to receive their breakfast and lunch meals for free or at a reduced rate. Meal Benefit Applications are only available on the school and district's website. Only one application per household is necessary. Application processing can take up to 10 business days. Families are responsible for all meal costs until the application is approved. Once approved, meal applications are good for the entire school year and carry over for the first thirty (30) days into the next school year.

Breakfast

Breakfast is served from 8:00 a.m. – 8:20 a.m. in the classrooms. All students qualify for free breakfast meals. Breakfast is served in their classroom.

Lunch

All parents are requested to fill out the application for free or reduced lunches online. <https://d6applyformeals.greeleyschools.org>

Students who have not turned in an application or who are waiting for the approval of an application will be charged for lunches at the full rate. Students will be provided with full lunches for only two days without payment. After two days, students will be given alternative lunch until the charges are paid. The nutrition staff determines a nutritious menu for the school lunches. We don't require that students eat all their lunch; however, we do encourage them to try everything. Any food or beverage that is not consumed has to be thrown away. Due to health regulations, **no one can take any uneaten food out of the cafeteria.**

Cafeteria Expectations

Since we would like this to be an enjoyable place, we expect students to treat the cafeteria as they would a restaurant. To ensure an enjoyable eating experience for all, the following are cafeteria expectations:

While in the cafeteria, students will:

- Stand in line with hands and feet to themselves.
- Walk in the hallway and lunchroom.
- Talk only to the people at their table.
- Use "quiet voices" when talking to students at their table.
- Use "excellent" table manners.
- Gross words, noises, or inappropriate actions will not be tolerated.
- Get permission before leaving their seat.
- Clean-up after themselves.
- Not bring glass containers to school.
- Sit in assigned areas.

Parent involvement

Parent Volunteers

We encourage you to be involved as a volunteer; helping students and teachers in the classrooms. For the safety of our students, all volunteers must pass a background check. For more information about volunteering, please contact the office at 970-347-8223.

Parents and Visitors in the School Building

We welcome parents in our building and would like for them to feel comfortable in our school. However, in order to ensure student safety, we ask that parents check-in at the office upon entering the school and check-out when leaving between the hours of 7:45 a.m. and 4:00 p.m. Additionally, silence should be respected in the hallways between 8:00 a.m. and 4:00 p.m. so that students can profit from the learning time. Parents should refrain from using their cellphones while in the building.

Visitation Policy

Children who are not enrolled at Salida Del Sol Academy should not be sent to visit. Ordinarily it is the policy of the school to discourage child visitors due to liability reasons.

School Accountability Committee

This committee serves to assist in making decisions for the school. This committee looks at teacher and principal effectiveness, instructional decisions and school budget. We meet four times per year. A list of dates and times will be given at the start of the school year.

Group of “Padres Unidos” of SDSA

The SDSA Group serves to increase communication between school and community. This is one of our most vital communication systems for good public relations and support for our total program. The parents/guardians or citizens of the community serve as a liaison for the community to voice any concerns, recommendations, or ask questions regarding operation of the school or any part of the instructional program. The SDSA Group is an advisory council and should not be viewed as a decision-making body.

School parties

School parties are planned by homeroom teachers and parents for Fall, October 31, and Winter, December 19. Teachers and parent helpers should meet and set up clear expectations for individual classrooms for the amounts of sweets and healthy foods to be served. Fifty percent of food served at parties should be healthy foods. Holiday parties begin at 3:15 and end at 4:00.

The Weld County Health Department requires that all party treats or snacks be prepackaged. Homemade food items are prohibited by the Health and Food Regulations. Food purchased from bakeries is acceptable. When planning a party, please bring your own supplies, such as cups, napkins, plates, or serving utensils, Salida del Sol Academy does not provide party supplies. Please check with your child’s classroom teacher before bringing treats or food to the classroom. There will not be parties in class unless they fall on the scheduled celebrations. Birthday party invitations may not be distributed at school unless the entire class or entire boy/girl population of the class is invited. Deliveries to school of flowers and similar tokens will be held in the office until the end of each school day, including party days; they will be delivered to students at the close of school.

Birthday Parties

Birthdays will be celebrated for all children who have a birthday during that month on a designated Friday of every month from 3:30-4:00 PM. Please arrange with your child’s teacher about the monthly birthday party.

Monthly Birthday Party Dates: August 31 (Summer birthdays), September 28, October 19, November 30, December 14, January 25, February 22, March 29, April 26, May 17